

Ladies and Gentlemen:

The U.S. Department of Labor, Veterans' Employment and Training Service (VETS) is requesting grant applications for programs that train and place veterans in unsubsidized employment in accordance with the Workforce Investment Act (WIA) of 1998, Section 168, the Veterans' Workforce Investment Programs (VWIP). Attached is a Solicitation for Grant Application (SGA **00-04**) package which consists of general program information, as well as specific application requirements and forms.

**Awards made under the requirements of this SGA are subject to a competitive grants process.**

Applications must include a Standard Form 424 with an original signature of the Governor of each State or his or her designee. A Governor's designee refers to the administrative head of the agency designated by the Governor to carry out the VWIP in the State. **Only one application will be accepted from each State's Governor.** A transmittal letter signed by the Governor of the State or his or her designee must accompany the application. The letter must contain a statement that the applicant is authorized to act on behalf of the Governor and administer the VWIP, and that the Secretary's Agreement was signed in accordance with Section 112 of WIA.

Applications are due no later than **May 24, 2000**, 4:45 p.m., Eastern Time, at the U.S. Department of Labor, Procurement Services Center, Room N-5416, 2 Constitution Avenue, NW, Washington, DC 20210.

It is anticipated that ten to sixteen awards will be made, each for a period of twelve months. During Program Year (PY) 2000, \$6.0 million will be made available for this competition. Subject to the availability of sufficient funds for PY 2001, funding beyond one year may be available and may be requested through a grant modification request, provided the applicant meets appropriate fiscal and performance goals of the program, as defined in the SGA, and otherwise complies with the terms of the special provisions.

This SGA does not commit the Government to pay any costs incurred in the preparation and submission of a grant application, nor

to enter into a grant agreement. The Grant Officer is the only individual who can legally commit the Government to the obligation of public funds in connection with this solicitation.

Requests for information concerning this SGA are to be referred to Lisa Harvey, who may be reached at (202) 219-6445.

Sincerely,

LAWRENCE J. KUSS  
Chief, Division of Contract Administration  
and Grants Management  
Procurement Services Center

# **SOLICITATION FOR GRANT APPLICATIONS VETERANS' EMPLOYMENT AND TRAINING SERVICE**

## **PART I**

### **General Program Information and Requirements for Application of Funds**

#### **I. PURPOSE OF THE SOLICITATION FOR GRANT APPLICATIONS (SGA)**

The U.S. Department of Labor (USDOL), Office of the Assistant Secretary for Veterans' Employment and Training (OASVET), is soliciting grant applications for the provision of employment and training programs to begin Program Year (PY) 2000, July 1, 2000 through June 30, 2001 in accordance with the Workforce Investment Act of 1998, § 168, Veterans' Workforce Investment Programs (VWIP).

#### **II. BACKGROUND**

VWIP (formerly known as Job Training Partnership Act, Title IV, Part C or JTPA IV-C) directs the Secretary of Labor to conduct programs, directly or through grants or contracts, to meet the needs for workforce investment activities of veterans with service-connected disabilities, veterans who have significant barriers to employment, veterans who served on active duty in the armed forces during a war or in a campaign or expedition for which a campaign badge or expeditionary medal has been authorized, and recently separated veterans. The statute directs that programs supported under this part be administered by the OASVET which is responsible for the distribution of funds, fiscal accountability, and program performance under VWIP.

The intent of VWIP is to provide funding through grants and contracts with public agencies and private nonprofit organizations, including recipients of Federal assistance under other provisions of this title, that the Secretary determines have an understanding of the unemployment problems of veterans described in paragraph above, that are familiar with the area to be served, and that have the capability to administer effectively a program of workforce investment activities for such veterans. The employment and training services offered to each participant are to be individually designed to overcome the identified barriers and lead to an unsubsidized job placement that meets the participant's minimum economic needs.

The OASVET recognizes that the philosophy, program design, and general effectiveness of the VWIP can vary widely among the grantees throughout the country. Grantee programs use varying approaches with respect to outreach and recruitment, intake and assessment, Employment Development Plans (EDPs), training, placement, and retention or follow-up after placement. Outreach and recruitment efforts have included setting specific veteran targets, developing and using promotional materials, or establishing extensive community networks to complement outreach and recruitment efforts. Intake and assessment activities are essential to determining a veteran's ability to meet program eligibility requirements and his or her "job readiness." Many different types of techniques and testing instruments have been used by grantees to assess the attitudinal, vocational and remedial skill needs of a participant. Based on intake and assessment approaches used to identify participant "job readiness," employment barriers, skills, education, personal interests, and career goals, VWIP staff developed EDPs. Among the various items

contained in the EDP are: participants' needs, short and long-range goals, education, employment history, training history, skills summary, employment barriers, and personal interests. One current grantee's plan includes a schedule of tasks and time lines for elimination of identified barriers and achievement of employment goals. The EDP ensures that competencies are mastered and appropriate training services are provided.

As with other aspects of the delivery of services, training interventions can also vary across VWIP. In most cases, either On-the-Job Training (OJT), classroom training, or both, are available to veterans. Job search skills training is also included. Placement assistance involves various combinations of job development assistance by either the grantee program staff, Disabled Veterans' Outreach Program (DVOP) or Local Veterans' Employment Representatives (LVER) staff, educational institutions, and self-help methods; use of the public employment service job listings is also included by some grantees to identify employment opportunities. Finally, some grantees use periodic follow-up after placement to track what happens to participants after they leave the program, and other grantees choose to provide ancillary services which can include career development, job search and post-placement counseling.

### **III. GRANT AWARDS**

Highest consideration will be given to those applications which demonstrate the greatest commitment to serve eligible veterans and that are proposing programs in geographic areas in which there are few or no interventions available to veterans with significant barriers to employment.

Applicants are encouraged to present the best possible narrative about their program. It is also extremely important that the narrative portion of the application make it clear what problems are being addressed, what solutions are being proposed, and how eligible veterans will benefit from the proposal.

### **IV. REVIEW/AWARD PROCESS**

Proposals received will be evaluated by a review panel utilizing the criteria described in this SGA. The Panel's recommendations will be advisory. Final awards will be made based on the best interests of the Government, taking into account such factors as technical quality and geographic balance. The Government reserves the right to award on the basis of the initial application submitted. Under this Solicitation, the number of awards will be anywhere from ten to sixteen (10-16) and for amounts up to \$850,000. THE DEADLINE FOR SUBMISSION OF APPLICATIONS IS MAY 24, 2000. Awards are anticipated to be made on July 1, 2000.

### **V. PERIOD OF PERFORMANCE**

#### **A. First -Year Funding**

The anticipated period of performance is for one year beginning July 1, 2000 and ending June 30, 2001. (All program performance and budget forms should reflect this period to cover four (4) program year quarters). No applicant shall begin its proposed program operations before the grant award. Due to the competitive nature of the VWIP, the grantee will be held to the performance and funding goals in the grant award. However, cost extensions or duration modifications will be allowed during the first year, if the grantee does not receive second year

funding, at USDOL's VETS sole discretion. Furthermore, modifications will be allowed that increase goals.

**B. Second-Year Funding**

Subject to the availability of sufficient funds for PY 2001, funding beyond PY 2000 may be available and may be requested through a grant modification request, provided the applicant:

1. All program and fiscal reports were submitted by the established due date and may be verified for accuracy.
2. Complied with all applicable terms.
3. By the end of the third quarter, achieves at least 75% of the first year total goals for Federal expenditures, enrollments and core training (all training added together), or
4. 85% of total goals for the year if planned activity is NOT evenly distributed in each quarter.

All instructions for modifications and announcement of funding availability will be issued at a later date.

**VI. ELIGIBLE APPLICANTS**

**Requirements**

The applicant, as defined by § 168 of WIA, is the eligible applicant for grants to be funded under this SGA. An application for funds under this SGA will be accepted only if signed by the Governor of each State, or his or her designee. A Governor's designee refers to the administrative head of the agency designated by the Governor to carry out the VWIP in the State. **Only one application will be accepted from each State.** A transmittal letter signed by the Governor of the State or his or her designee must accompany the application. The letter must contain a statement that the designee is authorized to act on behalf of the Governor and to administer VWIP.

The designated applicant may propose to operate programs through sub-applicants, such as State Employment Service Agencies (SESAs), community-based organizations, educational institutions, non-profit organizations, or other service providers. Applicants should allow sufficient time for the procurement procedures required to select and consolidate sub-applications into a single proposal that is responsive to this SGA and that is submitted by the prescribed deadline.

## **VII. PARTICIPANT ELIGIBILITY**

### **A. Criteria**

For the purpose of this SGA, the term **veteran** as defined in 29 U.S.C. § 1503(27)(A), refer to an individual who served in the **United States** active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.

An individual who satisfies one or more of the criteria set forth below is eligible to participate in VWIP:

1. **"Service-connected disabled veteran"** refers to (1) a veteran who is entitled to compensation under laws administered by the Department of Veterans' Affairs (DVA), or (2) an individual who was discharged or released from active duty because of a service-connected disability. See 29 U.S.C. § 1503 (27)(B).
2. **"Campaign Veteran"** refers to any veteran who applies for participation in a program funded under WIA, Public Law 105-220, § 168 and served on active duty in the **United States** armed forces during a war or in a campaign or expedition for which a campaign badge has been authorized. *A list of the Wars, Campaigns and Expeditions can be found at the Office of Personnel Management website at <http://www.opm.gov/veterans/html/vgmedal2.htm>.*
3. **"Veterans who are recently separated from military service"** refers to any veteran who applies for participation in a program funded under WIA within 48 months after separation from military service, as defined in 29 U.S.C. § 1503 (27)(C).

### **B. PY 2000-2001 Special Consideration**

In PY 2000 and PY 2001, the OASVET encourages applicants who will focus on veterans who are in need and have significant barriers to employment, including services for economically disadvantaged, welfare and/or public assistance recipients, youth, female, homeless, African-American, Hispanic, Native American, and other minority veterans who meet the VWIP eligibility requirements.

Definitions of economically disadvantaged, welfare and/or public assistance recipients, youth, female, homeless, African-American, Hispanic, Native American and other minority veterans are found in the Glossary of Terms.

## **VIII. SEPARATION OF TECHNICAL AND COST PROPOSALS**

To facilitate proposal evaluation, the applicants shall submit separate sections entitled **Technical Proposal** and **Cost Proposal**. These sections must be physically separate (i.e., the Cost Proposal must start on a new page and be separately stapled). In addition to Technical and Cost Proposals, the grant application shall contain a transmittal letter signed by the Governor of the State, or his or her designee, an Abstract, and a Table of Contents. These elements of the application are further described on the next page.

**Note: Resumes, charts, and standard forms, transmittal letters, letters of support are not included in the page count. If provided, include these documents as attachments to the technical proposal.**

## **IX. REQUIRED CONTENTS OF AN APPLICATION**

The grant application package must include the elements and number of copies indicated below. For each of these sections, applicants are encouraged to be concise yet thorough in documentation and narratives. Finally, applicants should refer to the Glossary contained in this SGA to ensure that terms used in their applications are in agreement with those in the SGA. **Recommended Page Length (One-Sided, double spaced, font size no less than 11pt.)**

<b><u>Elements Required In The Application</u></b>	<b><u>Page(s)</u></b>
A. Transmittal Letter	1
B. Table of Contents	1
C. Abstract	1-2
D. Technical Proposal: <b>Submit original and three copies</b>	16 pages total including the required goals chart
<ul style="list-style-type: none"> <li>• Statement of Needs</li> <li>• Program Design and Goals</li> <li>• Qualifications of the Applicant</li> <li>• Community Linkages/In-kind Contributions,</li> <li>• Optional Outside Funds and/or Letters of Financial Commitments</li> <li>• Additional Attachments; i.e., charts, graphs, tables</li> </ul>	(Not to exceed 10 Pages)
E. Cost Proposal: <b>Submit original and three copies</b>	<b><u>Pages</u></b>
<ul style="list-style-type: none"> <li>• Standard Form 424 (SF) ( in cost proposal, <b><u>only</u></b>)</li> <li>• SF424-A, (<b>no substitution, in cost proposal, <u>only</u></b>)</li> <li>• Budget Narrative for applicant and subapplicant (including the Direct Cost Descriptions form for Applicants and Subapplicants)</li> <li>• Grant Assurances, and Certifications Signature Page</li> </ul>	1 2 4 As Attached

### **A. Transmittal Letter**

A transmittal letter signed by the Governor of the State or his or her designee must accompany the application. The letter must contain a statement that the applicant is authorized to act on behalf of the Governor and to administer the VWIP.

## **B. Table of Contents**

The grant application package must include a Table of Contents which identifies, by title and page number, each significant section of the Technical Proposal and Cost Proposal. Sequential numbering of each page in the grant application package is required in order to expedite the review, negotiation, and award process.

## **C. Abstract**

Each application shall include an Abstract which includes the following elements:

1. Total amount of Federal funds requested;
2. Name(s) of Grantee and Sub-Grantee(s);
3. The DOL Region in which the applicant is located, and where the project(s) will be located; and
4. Brief summary of mandatory services provided to VWIP eligible veterans.

The Abstract enables the Grant Officer to identify those applications which contain the elements required by this SGA. **THE ABSTRACT SHOULD BE ATTACHED TO THE TRANSMITTAL LETTER.**

## **D. Technical Proposal**

The Technical Proposal shall consist of the Statement of Need, Program Design and Goals, Qualifications of the Applicant and /or Sub-Applicant(s), Community Linkages and Optional Outside Funds and/or Letters of financial commitment from community organizations, and Additional Attachments; i.e., charts, graphs, tables. The Technical Proposal shall address only the programmatic aspects of the proposed program and shall not include any statement regarding the amount of funds being requested.

### **1. Statement of Need**

The Statement of Need should succinctly describe the problem(s) to be addressed by the proposed program. The Statement of Need should identify employment and training problems commonly experienced among eligible veterans who reside in a specific geographical area. The following provides direction regarding topics which should be addressed in the narrative of the applicant's Statement of Need. The Statement of Need must be accompanied with statistical data or other documentation to support statements made.

#### **a. Geographic Area**

The geographic area(s) to be served should be identified and this description must agree with the entries in Boxes 12, 14a and 14b of the SF 424.



**b. Eligible Veterans Targeted**

Information regarding VWIP eligible veterans who reside or will reside in the area(s) to be served shall include information on numbers of service-connected veterans, Campaign/Wartime veterans, and recently separated veterans. Data on other subgroups of eligible veterans with significant barriers to employment may also be provided as part of the Statement of Need, (e.g. economically disadvantaged, welfare and/or public assistance recipients, youth (20-24 years of age), female, homeless, African-American, Hispanic, Native American and other minority veterans).

**c. Identification of Special Problems and Needs of the Population**

If there are aspects of the geographic areas to be served which pose significant barriers to employment, these shall be identified, (e.g., economic isolation found in remote areas, high unemployment rate, significant industrial closings or slow downs, military base closures, economic downturns, lack of shelter). The applicant shall include the source of the underlying information. Also, identify unique or severe handicaps and barriers to employment which may be common to the eligible population of veterans or other subgroups of veterans to be served by the proposed program. Such barriers could include post traumatic stress disorder (PTSD), or circumstances which especially affect particular categories of disabled veterans such as workplace accommodations, recently separated veterans who lack marketable work skills. The barriers identified in this section shall be specifically linked to the enrollment goals and interventions proposed in the Program Design.

**2. Program Design**

- a. The Program Design shall describe the approach an applicant will use to address the targeted veterans' barriers to employment. The Program Design shall describe all aspects of an applicant's program and delineate which services are to be funded using VWIP funds and optional outside funds. The Program Design shall provide information on how the applicant expects to deliver services (i.e., directly to the target population or through other sub-applicants) and shall provide the names of any and all sub-applicants.
- b. Programs for which funds are sought under this SGA may include new initiatives, further development of existing programs, or a combination. If applications are for continuing activities, the demonstrated effectiveness of existing programs shall be described and applicants shall address the extent to which previous enrollment and performance goals were met. In cases in which the programmatic approach calls for a combination of new and existing programs, a description shall be included of how the new activities and existing programs will complement each other and enhance other programs.
- c. Applicants shall agree to place participants in unsubsidized employment, paying an average wage that is between the average JTPA Titles IIA, and III rates reported for their respective States for PY 97. If applicants are proposing wages less than the average of Titles IIA and III wage rates, they shall provide a rationale. While meeting this requirement will provide no additional rating points, failure to provide a

rationale for proposing a lesser average wage rate will result in the loss of 5 points for the rating of this criteria.

## JTPA Titles II-A and III Program Year 1997

12/07/99

S T A T E	TITLE II-A		TITLE III	
	AVERAGE WAGE AT PLACEMENT	COST PER PARTICIPANT	AVERAGE WAGE AT PLACEMENT	COST PER PARTICIPANT
Alabama	7.21	1,442	8.10	2,690
Alaska	10.36	2,459	18.00	3,320
Arizona	7.37	3,023	10.70	1,970
Arkansas	7.36	2,367	8.40	1,360
California	8.20	3,305	12.20	4,430
Colorado	7.99	1,579	14.20	1,180
Connecticut	8.60	N/A	33.20	1,670
Delaware	7.65	2,283	10.10	2,970
District of Columbia	7.81	2,714	14.50	3,380
Florida	7.86	2,352	N/A	3,080
Georgia	7.34	2,071	10.60	1,030
Hawaii	8.14	1,867	10.50	2,020
Idaho	8.22	2,208	10.90	2,320
Illinois	8.27	2,361	11.50	2,380
Indiana	8.21	1,975	10.40	1,240
Iowa	8.43	2,417	8.90	1,920
Kansas	8.63	1,838	10.00	2,530
Kentucky	7.47	3,286	9.70	1,730
Louisiana	7.09	2,329	8.20	2,800
Maine	7.77	1,622	9.10	2,220
Maryland	7.59	1,394	12.00	1,400
Massachusetts	8.85	1,350	13.70	1,790
Michigan	7.87	2,059	10.50	2,720
Minnesota	8.81	1,227	12.10	4,030
Mississippi	6.56	2,116	7.90	1,190
Missouri	7.51	2,367	N/A	1,290
Montana	7.97	3,967	12.10	2,030
Nebraska	8.11	1,321	9.60	1,760
Nevada	8.06	1,933	11.50	3,530
New Hampshire	9.22	1,928	10.30	2,930
New Jersey	9.00	2,514	11.70	380
New Mexico	7.41	2,576	11.30	2,510
New York	8.49	2,086	12.10	2,610
North Carolina	7.69	1,836	9.50	1,820
North Dakota	7.73	1,747	8.70	3,360
Ohio	8.51	2,129	11.00	2,230
Oklahoma	8.25	2,835	9.90	1,920
Oregon	8.20	2,589	11.40	3,200
Pennsylvania	7.66	572	10.30	2,540
Puerto Rico	5.40	N/A	5.90	3,160
Rhode Island	7.72	3,390	10.20	2,660
South Carolina	7.26	2,091	8.50	1,130
South Dakota	7.16	1,407	8.00	1,340
Tennessee	7.61	1,853	9.90	2,680
Texas	8.30	2,573	11.60	1,750
Utah	9.09	1,074	14.20	2,340
Vermont	7.33	2,359	10.20	2,700
Virginia	6.63	3,023	13.70	2,220
Washington	8.57	2,354	12.80	2,470
West Virginia	6.60	1,172	9.50	2,860
Wisconsin	7.87	1,419	10.40	1,070
Wyoming	7.23	2,024	8.90	3,470
U.S. Totals	7.94	2,288	11.40	1,980

Note:

1. Statistical data for Virgin Islands was not available in time for release in this SGA. VETS will attempt to obtain Titles IIA and III data. These entities are encouraged to submit this data with their grant proposals.

2. N/A means that the statistical data was not available

- d. There are **four** program activities that all applications must contain to be found technically acceptable under this SGA. These activities are:

- **Pre-Enrollment Assessments**
- **Employment Development Plans for all clients;**
- **Core Training for eighty percent (80%) or more of the clients ;**  
**and**
- **Job Placement and 90 and 180 day Follow-up Services for all clients.**

In addition to these mandatory activities, proposed programs should include Optional Program Activities such as ancillary and/or support services, to assure that participants are placed in unsubsidized employment that meets their "minimum economic need." Both categories of program activities are more fully described below.

1) **Mandatory Program Activities**

a) **Pre-Enrollment Assessments**

**The utilization of Disabled Veterans' Outreach Program (DVOP) and Local Veterans' Employment Representatives (LVER) staff for pre-enrollment assessments is strongly encouraged. Bonus points will be applied accordingly if DVOP and LVER staff are effectively utilized.**

A definition of pre-enrollment assessment can be found in the Glossary of Terms. Costs are allowed for pre-enrollment assessments that enable grantees to determine the employability needs of applicants by conducting meaningful evaluations of applicant skills and barriers. Grantees are then able to refer those applicants who may not be appropriate for the services of the proposed program to other service providers. The assessment of applicants prior to enrollment is an allowable cost to VWIP provided it has been determined that the assessed applicants meet the legislative criteria for VWIP eligibility. In the Program Design, the grant applicant shall identify the means of pre-enrollment assessment that it intends to use and the purpose for the information to be derived from those assessments.

b) **The Employment Development Plan (EDP)**

**The utilization of Disabled Veterans' Outreach Program (DVOP) and Local Veterans' Employment Representatives (LVER) staff in the EDP process is strongly encouraged. Bonus points will be applied accordingly if DVOP and LVER staff are effectively utilized.**

A definition of Employment Development Plan (EDP) can be found in the Glossary of Terms.

The implementation of an EDP is required for all veterans enrolled in programs supported by VWIP resources. A copy of an EDP is maintained in each participant's file. The EDP shall document a summary of the assessments conducted to ascertain the abilities, barriers and needs of the participant. At a minimum, the EDP should substantiate the participant's minimum income needs, identify barriers and skill deficiencies, and describe the services needed and the competencies to be achieved by the participant as a result of program participation. The applicant shall also include a description of their proposed EDP process.

c) Core Training Activities

A definition of Core Training Activities can be found in the Glossary of Terms. It refers to any training program that leads to the development of job skills for the client. At least 80% of all clients who are enrolled in VWIP must receive some form of core training. The Program Design narrative must identify the core training components to be employed in the applicant's program, and these components must agree in scope with the definitions found in the Glossary of Terms. **Core training components proposed by the applicant that do not fit the glossary terms or definitions must be adequately described and justified in the Program Design narrative.** Core training activities described in this section may include but are not limited to the following:

- i. Classroom training;
- ii. On-the-job training;
- iii. Remedial education;
- iv. Literacy and bilingual training;
- v. Institutional skills training;
- vi. Occupational skills training;
- vii. On-site industry-specific training;
- viii. Customized training;
- ix. Apprenticeship training; and
- x. Upgrading and retraining.

Definitions of these core training activities are found in the Glossary of Terms.

d) Job Placement and Follow-up Services

**The utilization of Disabled Veterans' Outreach Program (DVOP) and Local Veterans' Employment Representatives (LVER) staff for Job Placement and Follow-up services is strongly encouraged. Bonus points will be applied accordingly if DVOP and LVER staff are effectively utilized.**

A definitions of Job Placement and Follow-up Services can be also found in the Glossary of Terms. The ultimate objective of VWIP services is to place each eligible veteran into meaningful, gainful employment that allows the client to become economically self-sufficient. The applicants shall describe in the Program Design how job placements will occur after core training activities and/or after job development or referral efforts are initiated. Applicants are required to include follow-up in their proposed program to track applicant's progress and status after initial placement. Applicants must describe in the Program Design the follow-up activities that clients will be provided; the description shall include the nature of those services. Please note that follow-up is required 90 and 180 days after entering employment.

2) Optional Program Activities

Veterans enrolled in VWIP may receive Ancillary and/or Supportive Services. Not more than 20% of the total enrollments may receive only optional services, which are intended to lead to employment that meets the applicants minimum economic needs. The applicant shall describe in the Program Design any proposed optional program activities, and how they will enhance core training, or will lead to immediate, and appropriate employment for the participant.

a) Ancillary and/or Supportive Services

A definition of Ancillary and Supportive Services can be found in the Glossary of Terms. Although not a required component of a VWIP, the applicant may choose to supplement its core training activities by providing some form of supportive services. The applicant shall describe in the Program Design if ancillary and/or supportive services are to be provided to clients, and if so, the nature of those services. Ancillary and Supportive services may include but are not limited to the following activities to accommodate the individual (participant) needs. Fully describe any proposed services other than those listed below, in the program design narrative:

- i. Vocational explorational training
- ii. Case Management

- iii. Counseling/Vocational Guidance
- iv. Job Club Activities
- v. Job Search Assistance
- vi. Essential tools needed after placement
- vii. Clothing needed to apply for or enter employment
- viii. Temporary transportation to a interview or job
- vix. Glasses needed to apply for or enter employment
- x. Required pre-employment tests including drug/alcohol screening
- xi. Required fees for licenses needed to apply for or enter employment
- xii. Fees for identification documents
- xiii. Required work related certificates needed to apply for or enter employment
- xiv. Job coaching after placement
- xv. Job development to specific employers
- xvi. Child care

### 3) **Performance and Enrollment Goals**

A chart is provided (on the succeeding page for your convenience) to identify the performance and enrollment goals of the proposed program. The chart entitled **Performance and Enrollment Goals** must be included with the Program Design.

- a) The performance goals are arrayed in four fiscal quarters. The number of quarters for which performance is planned should be the same as the number of quarters indicated in Section D of SF 424A for which expenditures are provided. Data on the Performance and Enrollment Goals chart is to be entered on a cumulative basis only. Fiscal and Performance data and information will be reported quarterly.
- b) When establishing performance goals, estimate the number of assessments, the number of enrollments, the number of terminations, the number of placements, the number of EDPs, the number to receive job placement assistance and followup services to be performed on a quarterly basis. Also, estimate enrollment goals for Core Training activities and supportive and ancillary services for each quarter in order to develop the budget for the program. Because some enrolled individuals may receive more than one type of Core Training, identify the total number of individuals who will receive more than one training component each quarter.  
**(Note: It is difficult for VETS staff to determine if 80% or more of the total enrollments received Core Training**

**without knowing how many individuals received training each quarter).**

- c) An enrolled veteran is one who has been determined eligible for services at intake and who is scheduled to receive training. Enrollment goals are to be described in the Program Design, accompanied by the Performance and Enrollment Goals chart. Proposed enrollment goals for each quarter by eligible target group must be provided with a discussion that links the number of eligible veterans described under the Statement of Need to the enrollment goals. Other eligible subgroups of veterans that the applicant intends to serve, such as economically disadvantaged, welfare and/or public assistance recipients, youth, female, homeless, African-American, Hispanic, Native American and other minority veterans, must also be reported on the enrollment chart, discussed in the Program Design, and identified in the Statement of Need.



# Quarterly Performance and Enrollment Goals

(Enter all data cumulatively)

**Grant Number:**

**Program Year:**

**Performance Goals**

	Quarters			
	1	2	3	4
Assessments				
Participants/Enrollments				
Employment Development Plans				
Job Placement Services				
Follow-up services at 90 days				
Placements/Entered Employments				
Terminations				

**Core Training**

	Quarters			
	1	2	3	4
Classroom Training				
On-the-job training				
Remedial education				
Literacy and bilingual training				
Institutional skills training				
Occupational skills training				
On-site industry-specific training				
Customized training				
Apprenticeship training				
Upgrading and retraining				
Supportive Services				
Other (specify)				

Total Individuals				
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**Ancillary Services**

	Quarters			
	1	2	3	4
Counseling and/or Vocational Guidance				
Job Search Assistance				
Case Management				
Job Club				
Work Experience				
Tools/Fees/etc.				
Other (specify)				

**Enrollment Goals by Eligibility Groups (do not double count)**

	Quarters			
	1	2	3	4
Campaign/Wartime veteran				
Service-Connected Disabled veteran				
Recently-separated veteran				

**Enrollment Plan by Eligibility Subgroups (from above, as applicable, include here)**

	Quarters			
	1	2	3	4
Youth veterans (20-24 years of age)				
Economically Disadvantaged veterans				
Welfare and/or Public Assistance recipient veterans				
Female veterans				
Homeless veterans				
African-American veterans				
Hispanic veterans				

Native American veterans				
Other minority veterans				

**Benchmarks**

	Quarters			
	1	2	3	4
Average Wage at Placement				
Placement Rate				

**NOTE: The preceding pages have been included for your reporting convenience.**

3. **Qualifications of the Applicant and Sub-applicant**

a. **Required Elements**

This section deals with the experience and qualifications of the applicant for successful completion of the program. The narrative shall include the experience (i.e., past performance regarding veterans) of the organization in delivering successful programs related to those being proposed. The narrative shall include a list of the type of grants received by the applicant and any subapplicant(s) identified over the last three years and the amount of those grants. For each grant listed, provide the grantor's name and phone number, specific outcomes achieved, including average wages at placement and placement rates through or during the end of grant period.

4. **Community Linkages, Optional Outside Funds and Letters of Financial Commitment**

a. Community Linkages

This section must provide information on the quality and extent of the linkages the proposed program will have with outside organizations (including federal, state, to include DVOP and LVER staff, municipal, non-profit organizations and community organizations). If these linkages include in-kind services or other coordinated efforts at no additional cost to this grant, these should be identified. **Grantees must, in writing, ensure that duplication of services for eligible veterans does not occur.**

b. Optional Outside Funds

The inclusion of outside funds (any funds other than those awarded in this grant) in an applicant's program is not a requirement to receive VWIP funds. However, if outside funds are to be included, the applicant shall identify in the Technical Proposal: 1) the source of such pledges of financial support, 2) describe the programmatic utilization of these funds, and 3) how such funds will promote achievement of the program objectives.

c. Letters of Financial Commitment

The dollar amount of this support shall be identified in the Technical Proposal. Pledges of financial support shall be accompanied by an official signed letter of commitment from each organization and included as attachments to the Technical Proposal.

**5. Cost Proposal**

The cost proposal will be reviewed for reasonableness, allowability, and allocability. Applicants shall submit an original and three copies of the Cost Proposal. Required elements of which consist of the following:

**a. SF 424 - Application for Federal Assistance**

The amount of Federal funds requested shall be indicated on this form and must agree with the amounts reflected on the SF 424A which is also submitted in the Cost Proposal. Additionally, the SF 424 must be signed by an official who is clearly authorized in the transmittal memo/letter to represent the applicant in a grant agreement with the U. S. Department of Labor.

**b. SF 424A - Budget Information - Non-Construction Program**

This form is used to project anticipated costs in various object class categories among the applicant and sub-applicant(s) over the fiscal quarters of PY 2000. Instructions for the completion of this form are included with SF 424A form. Budget information should include a object class category (in Section B - Budget Categories) for Administrative costs. The budget category should reflect the breakout of any/all Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, or other costs related to the program.

**c. Direct Cost Descriptions for Applicants and Sub-applicants**

A form and appropriate instructions are provided in this Solicitation for the purpose of identifying those administrative charges associated with various object class categories. This form shall be completed and included in the Cost Proposal.

**d. Budget Narrative**

The applicant shall provide a narrative explanation of the purpose of each proposed program cost, describe how it was derived, and indicate how it is related to the operation of the program. Program costs which must include a narrative are the following:

**Note: In preparing the budget back-up and budget narrative, applicants must not only reflect the costs for training but also the costs for follow-up at 90 days and 180 days. If cost is being supported under the DVOP/LVER program, please include a written statement in the budget narrative.**

- 1) The object class categories from the SF 424A, Section B, such as personnel, fringe benefits, travel, equipment, supplies, other expenditures, and any/all direct and indirect charges for both the applicant and any sub-applicants.

- 2) Training costs, which are included on line h under Column (5) "Other" for applicants, or if sub-applicants are to provide training services, they are to be included on line h for columns (1-4). Training costs may be determined by applying 50% of wages for OJT hours, paying for tuition/books at a community college, or by applying the cost of training staff.
- 3) "Other" costs found on line h of the SF 424A for applicants and sub-applicants, may include rent, utilities, training, supportive and/or ancillary services, such as child care or bus fare.
- 4) The nature and identity of any sub-grantees should be discussed briefly.
- 5) The proposed average cost-per-participant and the average cost-per-placement shall be identified. The cost-per-participant is derived by dividing the amount of Federal funds being requested by the number of participants to be supported in the proposed program. The cost-per-placement is calculated by dividing the amount of Federal funds requested by the number of participants anticipated to be placed in employment.
- 6) Indirect costs claimed by the applicant shall be based on a federally approved rate. A copy of the negotiated, approved, and signed indirect cost agreement must be submitted with the application. If a federally approved rate is not in place, one must be obtained within 90 days of grant award.

- e. **Certifications and Assurances** Include the signature page of the Certifications and Assurances and any pertinent attachments along with the Cost Proposal.

## **X. RATING CRITERIA FOR TECHNICAL & COST PROPOSALS**

### **A. Technical Proposal -- 115 Points**

Applicants are advised that selection for grant award is to be made after careful evaluation of the grant application by the review panel. Each panelist will evaluate applications against the various criteria on the basis of **115 points**. The scores will then serve as the primary basis for considering the technical merits of applications for potential award. Clarification may be requested of grant applicants if the situation so warrants.

#### **Point Distribution**

Statement of Need	<b>15 points</b>
Program Design and Goals	<b>50 points</b>
Optional activities	<b>25 points</b>
Qualifications of the Applicant and Sub-applicants	<b>10 Points</b>
Bonus Points - Utilization of DVOP and LVER staff	<b>15 Points</b>

In order to receive the maximum of **115** points in the rating of the Technical Proposal, applications must be exceptional in meeting all the criteria of the elements described below.

**B. Evaluation Criteria**

**1. Statement of Need:**

Applicants will be rated on their ability to demonstrate an understanding of the barriers to employment exhibited by the veteran population to be served.

**2. Program Design and Goals:**

Applicants will be rated based on the following criteria:

- a) The thoroughness of the proposed EDP plan and process in documenting the abilities, barriers, and needs of each participant and in ensuring that appropriate services are provided.
- b) The degree to which the proposed core training interventions will address the multiple barriers to employment of the target population by developing marketable job skills.
- c) The degree to which proposed job placement and follow-up services will allow clients to enter and maintain gainful and meaningful employment that will allow them to become economically self-sufficient.
- d) To place participants in unsubsidized employment, paying an average wage that is between the average JTPA Titles IIA, and III rates reported for their respective States for **PY 97**. If applicants are proposing wages less than the average of Titles IIA and III wage rates, they shall provide a rationale. In addition, if the proposed cost per participant is greater than the average of JTPA Titles IIA, and III rates reported for their respective States for **PY 97**, rationale must be provided. Each Proposal will be evaluated on its own cost-per-participant and the average wage-at-placement as reported for **PY 97**, JTPA Titles IIA and III figures. For clarification, the average cost-per-participant is derived by dividing the total amount of Federal funds requested by the Total number of planned participants. As a matter of efficiency, the review panel will identify and calculate return-on-investment or the average cost-per-placement. For clarification, the average cost-per-placement is calculated by dividing the total amount of funding requested by the goal for placements. **Information on the cost-per-participant and average wage at placement for JTPA, Titles IIA and III is included in this solicitation. The applicant's cost-per-participant & placement, and average wage at placement rates will be reviewed for consistency with the information for their respective State. If these costs are deemed excessive, the grantee's proposal will be disallowed.**

- e) The degree to which the quantitative performance and enrollment goals and time frames are realistic and indicate that a substantial effort will be made to provide meaningful services to veterans consistent with the Statement of Need.

**3. Optional activities:**

Applicants will be rated based on the following criteria:

- a) The appropriateness of optional program activities to the needs and interests of the target groups to be served; specifically, economically disadvantaged, welfare and/or public assistance recipients, youth, female, homeless, African-American, Hispanic, Native American and other minorities veterans.
- b) Optional program activities are identified that will enhance core training and/or will lead promptly to employment for the applicant.
- c) Ancillary and Supportive Services are provided, fully described and they meet the individual needs of the participants.
- d) All commitments of outside funds must be substantiated by one or more signed letters of support that identify the amount and source of financial resources being committed (ensure that this information is included **only** in the Technical Proposal).
- e) Consideration will be awarded to applications that demonstrate a commitment of outside funds to the program. This use of the term **funds** is not inclusive of the value of **in-kind services**.

**4. Qualifications of the Applicants and Sub-applicant(s):**

Applicants will be rated based on the following criteria:

- a) The applicant and the proposed sub-applicant(s) will be rated on their level of knowledge, experience and expertise in conducting successful veterans' programs that provide job training, job placement and follow-up services.
- b) Utilization of outside agencies such as federal, state, to include DVOP and LVER staff, municipal governments and community agencies by applicants can enhance VWIP services to participants, ensure that duplication of effort is minimized, and ensure that activities to serve targeted veterans are coordinated.

WIA, § 168 - Veterans' Workforce Investment Programs (a) (2) Conducts of Programs.- Programs supported under this section may be conducted through grants and contracts with public agencies and private nonprofit organizations, including recipients of Federal assistance under other provisions of this title, that the Secretary determines have an understanding of the unemployment problems of veterans described in paragraph (1), familiarity with the area to be served, and the capability to administer effectively a program of workforce investment



activities for such veterans. Further, the Required activities shall include - activities to enhance services provided to veterans by other service providers of workforce investment activities funded by Federal, State, or local government; activities to provide workforce investment activities to such veterans that are not adequately provided by other public providers of workforce investment activities; and outreach and public information activities to develop and promote maximum job and job training opportunities for such veterans about employment, job training, on-the-job training and educational opportunities under this title, under Title 38, United States Code, and under other provisions of law, which activities shall be coordinated with activities provided through the one-stop centers described in § 134(c).

- c) Community Linkages, Outside funding sources, Letters of Financial Commitments are utilized. Applications should reflect the degree to which proposed programs create or maintain cooperative linkages with Federal - such as the Department of Veterans' Affairs, other State, including DVOP and LVER staff, municipal governments, and community agencies.

## **PROPOSED TECHNICAL EVALUATION AND SCORING MECHANISM**

### **PY 2000 VWIP GRANT APPLICATION TECHNICAL EVALUATION AND SCORING**

I. GRANT APPLICANT:\_\_\_\_\_

II. STATE\_\_\_\_\_REGION:\_\_\_\_\_

III. POINTS AWARDED (MAXIMUM 115):\_\_\_\_\_

IV. NARRATIVE SUMMARY REPORT (STRONG AND WEAK POINTS):

V. PANEL MEMBER SIGNATURE:\_\_\_\_\_

VI. DATE:\_\_\_\_\_

#### **VII. TECHNICAL PROGRAM EVALUATION SCORING**

A. The applicant demonstrates an understanding of the problems and needs of the veterans' population to be served.

1. Does the application identifies special problems and needs of eligible veterans that cannot be addressed by existing programs?
2. Is statistical data or other documentation provided to support the need statement?

B. The proposed program design is likely to be successful in addressing the identified needs of targeted veterans for job training and job placement assistance.

1. Is an Employability Development Plan (EDP) to be prepared for each individual enrolled?
2.
  - a. Will at least 80% of the participants receive core training?
  - b. Not more than 20% of the VWIP veterans receive only Optional Program Activities specifically intended to lead directly to job placement?

3. Is the ultimate objective of the proposed project to place each participant in a meaningful, gainful employment that allows the veteran to become economically self-sufficient?
  4. Is Follow-up planned after placement and is the process described?
- C. Optional program activities are identified that will enhance core training and/or will lead promptly to employment for the applicant.
1. If Ancillary and Supportive Services are to be provided are they fully described and will they meet the individual needs of the participants?
  2. Are average wages at placement justified based on an assessment of expected client economic needs and community wage trends?
  3. Are performance goals, enrollments, core, supportive services and/or ancillary training objectives, and time frames realistic and suggest that a substantial effort will be made to provide meaningful services to target veterans consistent with the statement of need?
  4. Are community linkages, in-kind contributions, optional outside funds and/or letters of financial commitment included as a part of the proposal?
- D. Qualifications of the Applicants and Sub-applicant(s) to provide job training and job placement services, and follow-up activity, to target veterans by utilizing knowledge and experience in conducting other programs.
1. Does the proposal indicate that the applicant and any sub-applicant(s) are qualified, technically capable and experienced in managing programs that provide job training and job placement services, and follow-up activity:
- E. Bonus Points (up to 15 points) - Utilization of DVOP and LVER staff in proposal, such as in the intake/assessment process (5 point maximum), or in job placement (5 point maximum) and follow-up activities (5 point maximum).

## **XI. GENERAL APPLICATION REQUIREMENTS FOR FUNDS**

- A. One blue ink-signed original, complete grant application, marked original, plus 3 copies shall be submitted to the U.S. Department of Labor, Procurement Services Center, Room N-5416, 200 Constitution Avenue, NW, Washington, DC 20210, not later than 4:45 PM ET, **on May 24, 2000**. Hand-delivered applications must be received by the Procurement Services Center by that time.
- B. The grant application package must be received at the designated place by the date and time specified or it will not be considered. Any application received at the Office of Procurement Services after 4:45 pm EST, will not be considered unless it is received before the award is made and:
1. It was sent by registered or certified mail not later than the fifth calendar day before **May 24, 2000**; or
  2. It is determined by the Government that the late receipt was due solely to mishandling by the Government after receipt at the U.S. Department of Labor at the address indicated; or
  3. It was sent by U. S. Postal Service Express Mail Next Day Service-Post office to Addressee, not later than 5:00pm at the place of mailing two working days, excluding weekends and Federal holidays, prior to **May 24, 2000**.

The only acceptable evidence to establish the date of mailing of a late application sent by registered or certified mail is the U.S. Postal Service postmark on the envelope or wrapper and on the original receipt from the U.S. Postal Service. If the postmark is not legible, an application received after the above closing time and date shall be processed as if mailed late. "Postmark" means a printed, stamped or otherwise placed impression (not a postage meter machine impression) that is readily identifiable without further action as having been applied and affixed by an employee of the U.S. Postal Service on the date of mailing. Therefore applicants should request that the postal clerk place a legible hand cancellation "bull's-eye" postmark on both the receipt and the envelope or wrapper.

The only acceptable evidence to establish the date of mailing of a late application sent by U.S. Postal Service Express Mail Next Day Service-Post Office to Addressee is the date entered by the Post Office receiving clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on the envelope or wrapper and on the original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined above. Therefore, applicants should request that the postal clerk place a legible hand cancellation "bull's-eye" postmark on both the receipt and the envelope or wrapper.

The only acceptable evidence to establish the time of receipt at the U.S. Department of Labor is the date/time stamp of the Procurement Services Center on the application wrapper or other documentary evidence or receipt maintained by that office. Applications sent by telegram or facsimile (FAX) will not be accepted.

## **XII. ADMINISTRATIVE PROVISIONS**

- A. All grants awarded under this SGA shall be subject to the administrative standards and provisions of DOL which include the following:
1. 29 CFR Part 93 - Lobbying.
  2. 29 CFR Part 95 - Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations, and with Commercial Organizations, Etc.
  3. 29 CFR Part 96 - Federal Standards for Audit of Federally Funded Grants, Contracts and Agreements. This rule implements, for State and local governments and Indian tribes that receive Federal Assistance from the DOL, Office of Management and Budget (OMB) Circular A-128 "Audits of State and Local Governments" which was issued pursuant to the Single Audit Act of 1984, 31 U.S.C., Sec. 7501-7507. It also consolidates the audit requirements currently contained throughout the DOL regulations.
  4. 29 CFR Part 97 - Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
  5. 29 CFR Part 98 - Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants)
  6. 29 CFR Part 99 - Audit Of States, Local Governments, and Non-profit Organization.
  7. § 168(b) of WIA - Administration of Programs Please note that Sections 181-195 also apply.
  8. 29 CFR Parts 30, 31, 32, 33 and 34 - Equal Employment Opportunity in Apprenticeship and Training; Nondiscrimination in Federally Assisted Programs of the Department of Labor, Effectuation of Title VI of the Civil Rights Act of 1964; and Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefitting from Federal Financial Assistance (Incorporated by Reference). These rules implement, for recipients of federal assistance, non-discrimination provisions on the basis of race, color, national origin, and handicapping condition, respectively.
  9. Appeals from non-designation will be handled under 20 CFR Part 667.

### **XIII. EXECUTIVE ORDER 12372: INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS**

The DOL has identified VWIP as being eligible for State review under Executive Order 12372 "Intergovernmental Review of Federal Programs." Therefore, each applicant is required to follow the procedures established by its State relative to the Executive Order and may be required to simultaneously submit a copy of the application to the State Single Point of Contact (SPOC), if the State has one. Indication of the applicant's action with respect to the SPOC submittal must be noted on item 16 of the SF 424.

### **XIV. ALLOWABLE COSTS**

Determinations of allowable costs shall be made in accordance with the following applicable Federal cost principles:

1. State and local government - OMB Circular A-87
2. Educational institutions - OMB Circular A-21
3. Nonprofit organizations - OMB Circular A-122
4. Profit-making commercial firms - 48 CFR Part 31

### **XV. LIMITATION ON ADMINISTRATIVE AND INDIRECT COSTS**

Administrative costs may not exceed **10 percent** of the total VWIP grant funds. 20 CFR 667.210

### **XVI. GLOSSARY**

#### **GLOSSARY OF TERMS**

Adequate Employment - See Unsubsidized Employment.

Administrative Costs - All direct and indirect costs associated with the supervision and management of the program. These costs shall include the administrative costs, both direct and indirect, of recipients and subrecipients of the VWIP funds.

Adult Basic Education - Education for adults whose inability to speak, read or write the English language or to effectively reason mathematically, constitutes a substantial impairment of their ability to get or retain employment commensurate with their real ability, which is designed to help eliminate such inability and raise the level, of education of such individuals with a view to making them less likely to become dependent on others, to improve their ability to benefit from occupational training and otherwise increase their opportunities for more productive and profitable employment, and to make them better able to meet their adult responsibilities.

Ancillary Services - Employment and training related activities other than core training which may enhance a participant's employability.

Apprenticeship Training - A formal occupational training program which combines on-the-job training and related instruction and in which workers learn the practical and conceptual skills required for a skilled occupation, craft, or trade. It may be registered or unregistered.

Assurances and Certifications - The act of certifying compliance with applicable federal and state laws and regulations regarding the receipt and expenditures of grant monies.

ASVET - Assistant Secretary for Veterans' Employment and Training (USDOL)

Average Wage at Placement - This is an average of the wages earned by participants upon entering employment. In the VWIP this average should never be less than that of the Statewide average for JTPA Title IIA achieved during PY 97.

Barriers to Employment - Characteristics that may hinder an individual's hiring, promotion or participation in the labor force. Some examples of individuals who may face barriers to employment include: single parents, women, displaced homemakers, youth, public assistance recipients, older workers, substance abusers, teenage parents, veterans, ethnic minorities, and those with limited English speaking ability or a criminal record or with a lack of education, work experience, credentials, child care arrangements, transportation or alternative working patterns.

Campaign Veteran - Veterans who served on active duty in the U.S. armed forces during a war or in a campaign or expedition for which a campaign badge has been authorized.

Case Management - A client centered approach in the delivery of services, designed to prepare and coordinate comprehensive employment plans for participants, to assure access to the necessary training and supportive services, and to provide support during program participation and after job placement. In accordance with this definition, the case manager acts as a facilitator in assisting the participant toward a successful completion of training.

Classroom Training - Any training of the type normally conducted in an institutional setting, including vocational education, which is designed to provide individuals with the technical skills and information required to perform a specific job or group of jobs. It may also include training designed to enhance the employability of individuals by upgrading basic skills, throughout the provision of courses such as remedial education, training in the primary language of persons with limited English language proficiency, or English-as-language training.

Cognizant Federal Agency - The federal agency that is assigned audit or indirect cost rate approval responsibility for a particular recipient organization by the Office of Management and Budget. (OMB Circulars A-87, A-102)

Core Training - Core training activities are employment focused interventions which address basic vocational skills deficiencies that prevent the participant from accessing appropriate jobs and/or occupations.

Counseling - Counseling in this sense can be any form of assistance which (1) provides guidance in the development of a participant's vocational goals and the means to achieve those goals; and/or (2) assist a participant with the solution to a variety of individual problems which may pose a barrier(s) to the participant in achieving vocational goals, e.g., PTSD counseling, substance abuse counseling, job counseling, etc.

Customized Training - A training program designed to meet the special requirements of an employer who has entered into an agreement within a Local Workforce Investment Board to hire individuals who are trained to the employer's specifications. The training may occur at the employer's site or may be provided by a training vendor able to meet the employer's requirements. Such training usually requires a commitment from the employer to hire a specified number of trainees who satisfactorily complete the training.

Disabled Veteran - A veteran who is entitled to compensation under laws administered by the Veterans Administration; or an individual who was discharged or released from active duty because of service-connected disability.

USDOL - United States Department of Labor

USDVA - United States Department of Veterans Affairs (Formerly the Veterans Administration).

DVET - Director for Veterans' Employment and Training

DVOP - Disabled Veterans' Outreach Program

Economically Disadvantaged - means an individual who (A) receives, or is a member of a family which receives, cash welfare payments under a Federal, State, or local welfare program; (B) has, or is a member of a family which has, received a total family income for the six-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, and welfare payments) which, in relation to family size, was not in excess of the higher of (i) the official poverty line (as defined by the Office of Management and Budget, and revised annually in accordance with section 673 (2) of the Omnibus Budget Reconciliation Act of 1981 (42 U.S.C. 9902(2)), or (ii) 70 percent of the lower living standard income level; (C) is receiving (or has been determined within the 6-month period prior to the application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977; (D) qualified as a homeless individual under section 103 of the Stewart B. McKinney Homeless Assistance Act; (E) is a foster child on behalf of whom State or local government payments are made or (F) in cases permitted by regulations of the Secretary, is an individual with a disability whose income meets the requirements of clause (A) or (B), but who is a member of a family whose income does not meet such requirements.

Employment Development Plan (EDP) - An individualized written plan or intervention strategy for serving an individual which, as a result of an assessment of the veteran's economic needs, vocational interests, aptitudes, work history, etc., defines a reasonable vocational or employment goal and the developmental services or steps required to reach the goal and which documents the accomplishments made by the individual.

ETA - The Employment and Training Administration

Enrolled Veteran - Shall be synonymous with the term participant. A veteran who has been determined eligible for services at intake and who is receiving or scheduled to receive core training.

Follow-up - The tracking of what happens to participants when they leave the program for a period of 90 and again at 180 days after initial placement. The reporting requirements are to include the following data/information employment status, average hourly wage, and job retention can be used to assess long-term program performance and activity strategies for clients with diverse characteristics.

FTE - Full-time Equivalent, a personnel charge to the grant equal to 2,080 hours per annum.

FY - Fiscal Year. For federal government purposes, any twelve month period beginning on October 1 and ending on September 30.



GED - General Equivalency Diploma. A high school equivalency diploma which is obtained by passing the General Educational Diploma Equivalency Test which measures the application of skills and knowledge generally associated with four years of traditional high school instruction.

In-kind services - Property or services which benefit a federally assisted project or program and which are contributed without charge to the grantee.

Indirect Cost - A cost that is incurred for a common or joint purpose benefitting more than one cost objective and that is not readily assignable to the cost objectives specifically benefitted.

Institutional Skills Training - Skills training conducted in an institutional setting and designed to ensure that individuals acquire the skills, knowledge and abilities necessary to perform a job or group of jobs in an occupation for which there is a demand.

Intake - A process for screening individual applicants for eligibility; making an initial determination whether the program can benefit the applicants; providing information about the program, its services and the availability of those services; and selecting individual applicants for participation in the program.

Job Club Activities - A form of job search assistance provided in a group setting. Usually job clubs provide instruction and assistance in completing job applications and developing resumes and focus on maximizing employment opportunities in the labor market and developing job leads. Many job clubs use telephone banks and provide group support to participants before and after they interview for openings.

Job Development - The process of marketing a VWIP participant to employers, including informing employers about what the participant can do and soliciting a job interview for that individual with the employer.

Job Placement Services - Job placement services are geared towards placing participants in jobs and may involve activities such as job search assistance, training, or job development. These services are initiated to enhance and expedite participants' transition from training to employment.

Job Search Assistance (JSA) - An activity which focuses on building practical skills and knowledge to identify and initiate employer contacts and conduct successful interviews with employers. Various approaches may be used to include participation in a job club, receive instruction in identifying personal strengths and goals, resume and application preparation, learn interview techniques, and receive labor market information. Job search assistance is often a self-service activity in which individuals can obtain information about specific job openings or general job or occupational information.

Labor Exchange - Refers to the services provided to job seekers and employers by the State Employment Service Agencies, WIA Service -Delivery Areas, or other entities. Services to job seekers may include assessment, testing, counseling, provision of labor market information and referral to prospective employers. Employer service may include accepting job orders, screening applicants, referring qualified applicants and providing follow-up.

Labor Force - The sum of all civilians classified as employed and unemployed and members of the Armed Forces stationed in the United States. (Bureau of Labor Statistics Bulletin 2175)

Literacy and Bilingual Training - See Adult Basic Education.

LVER - Local Veterans' Employment Representative

Minimum Economic Need - The level of wages paid to a VWIP participant that will enable that participant to become economically self-sufficient.

Minority Veterans - For the purposes of this SGA, veterans who are VWIP eligible and are members of the following ethnic categories: African American, Hispanic, American Indian or Alaskan Native, Asian or Pacific Islander.

Needs-Based-Payment - Amounts paid to individuals who could not afford to participate in a training program without such assistance. Payments based on need may be provided to a participant in accordance with a locally developed formula or procedure if such payments are necessary to enable the individual to participate in a training program funded under the Workforce Investment Act.

Occupational Skills Training - Includes both (1) vocational education which is designed to provide individuals with the technical skills and information required to perform a specific job or group of jobs, and (2) on-the-job training.

Offender - Any adult or juvenile who has been subject to any stage of the criminal justice process for whom services under this Act may be beneficial or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

OASVET - Office of the Assistant Secretary for Veterans' Employment and Training (ASVET)

OJT - On-the-Job-Training - Training for a specific job and based in the employer's work site. A contract is written through which the employer receives an amount of money, which shall never exceed 50% of the trainee's wages. This payment is made to offset the employer's costs for training an unskilled worker(s). The period of training may never exceed that prescribed by the Dictionary of Occupational Titles (DOT) for the occupation in which the participant is being trained. Usually in the OJT agreement, this is a promise on the part of the employer to hire the trainee upon successful completion of the training.

On-site Industry-specific Training - This is training which is specifically tailored to the needs of a particular employer and/or industry. Participants may be trained according to specifications developed by an employer for an occupation or group of occupations at a job site. Such training is usually presented to a group of participants in an environment or job site representative of the actual job/occupation, and there is often an obligation on the part of the employer to hire a certain number of participants who successfully complete the training.

Outreach - An active effort by program staff to encourage individuals in the designated service delivery area to avail themselves of program services.

Outside Funds - Resources pledged to the VWIP which have a quantified dollar value. Such resources may include training funds from programs that are put aside for the exclusive use by participants enrolled in VWIP. Outside funds do not include in-kind services.

Participant, or Enrolled Participant - Means a veteran who: (1) has been determined eligible for participation upon intake; and (2) started or is scheduled to receive training or **ancillary** services. An individual who receives only outreach and/or intake and assessment services does not meet this definition.

Placement Rate - This is a method used to determine the percentage of participants who become employed. The figure is calculated by dividing the number of total participants enrolled from the VWIP by the number of participants who received unsubsidized employment or are placed into employment through the program.

Placement - The act of securing unsubsidized employment for or by a participant.

Pre-apprenticeship Training - Any training designed to increase or upgrade specific academic, or cognitive, or physical skills required as a prerequisite for entry into a specific trade or occupation.

Pre-enrollment Assessment - The process of determining the employability and training needs of individuals before enrolling them in a VWIP. Individual factors usually addressed during pre-enrollment assessment include: an evaluation and/or measurement of vocational interests and aptitudes, present abilities, previous education and work experience, income requirements, and personal circumstances.

Program Resources - Includes the total of both VWIP and outside funds.

PY - Program Year. The 12-month period beginning July 1, and ending, on June 30, in the fiscal year for which the appropriation is made.

Recently Separated Veteran - refers to any veteran who applies for participation in a VWIP funded activity within 48 months after separation from military service. 29 U.S.C. §1503(27)(C)

Remedial Education - Educational instruction, particularly in basic skills, to raise an individual's general competency level in order to succeed in vocational education or skill training programs, or employment.

Service Connected Disabled - refers to (1) a veteran who is entitled to compensation under laws administered by the Department of Veterans' Affairs (DVA), or (2) an individual who was discharged or released from active duty because of a service-connected disability. 29 U.S.C. §1503(27)(B)

SESA - State Employment Security Agency, the state level organization affiliated with DOL's United States Employment Service.

SGA - Solicitation for Grant Application

Subgrant - An award of financial assistance in the form of money, or property in lieu of money, made under a grant by a grantee to an eligible subgrantee.

Subgrantee - The government or other legal entity to which a subgrant is awarded and which is accountable to the grantee for the use of the funds provided.

Suitable Employment - See "Unsubsidized Employment"

Substance Abuser - An individual dependent on alcohol or drugs, especially narcotics, whose dependency constitutes or results in a substantial barrier to employment..

Supportive Services - means services which are necessary to enable an individual eligible for training under this Act, but who cannot afford to pay for such services, to participate in a training program funded under the this Act. Such supportive services may include transportation, health care, financial assistance, (except as a post-termination service), drug and alcohol abuse counseling and referral, individual and family counseling, special services and materials for individuals with disabilities, job coaches, child care and dependent care, temporary shelter, financial counseling, and other reasonable expenses required for participation in the training program and may be provided in-kind or through cash assistance.

Termination - The separation of a participant from a VWIP after the follow-up program phase. NOTE: Individuals may continue to be considered as participants for a period of 90 days after last receipt of employment or training funded under VWIP.

Unsubsidized Employment - Employment not financed from funds provided under VWIP. In the VWIP the term “adequate” or “suitable” employment is also used to mean placement in unsubsidized employment which pays an income adequate to accommodate the participant's minimum economic needs.

Upgrading and Retraining - Training given to an individual who needs such training to advance above an entry level or dead-end position. This training shall include assisting veterans in acquiring needed state certification to be employed in the same field as they were trained in the military (i.e., Commercial Truck Driving License (CDL), Emergency Medical Technician (EMT), Airframe & Powerplant mechanic (A&P), Teaching Certificate, etc.).

Veteran - shall refer to an individual who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable. (29 U.S.C. §1503(27)(A))

VWIP - Veterans’ Workforce Investment Programs, Section 168 of Workforce Investment Act, P.L.105 - 220.

VWIP Program - Reference made to the "VWIP Program" means all activity funded by VWIP and outside resources.

VWIP Resources - This term is synonymous with VWIP funds/funding.

Vocational Exploration Training - Through assessments such as interest inventories and/or counseling, a process of identifying occupations or occupational areas in which a person may find satisfaction and potential, and for which his or her aptitudes and other qualifications may be appropriate.

Welfare and/or Public Assistance recipient - An individual who, during the course of the program year, receives or is a member of a family who receives cash welfare or public assistance payments under a Federal, State, or local welfare program.

WIA - Workforce Investment Act of 1998, Public Law 105-220.

Work Experience - A temporary activity (six months or less) which provides an individual with the opportunity to acquire the skills and knowledge necessary to perform a job, including appropriate work habits and behaviors, and which may be combined with classroom or other training. When wages are paid to a participant on work experience and when such wages are wholly paid for under VWIP, the participant may not receive this training under a private, for profit employer.

Youth - An individual, between the age of 20 and 24 years of age, who served on active duty in the U.S. Armed Forces.

## **XVII. SPECIAL, GENERAL PROVISIONS and CERTIFICATIONS/ASSURANCES**

If the applicant is awarded a grant, it will be required to operate the program in accordance with the following Certifications and Assurances and with the following Special and General Grant provisions.

### **A. Special Provisions**

1. The Special Provisions which are incorporated in the approved grant will contain elements to reflect program requirements specific to the awarded grant. It is the responsibility of the grantee to ensure that these provisions are adhered to and that the program is operated in compliance with these requirements. The grantee must review these provisions as they are unique to each grant upon award.

**B. General Provisions**

1. The General Provisions are standard for each award during each Program Year. As with the Special Provisions, it is the responsibility of the grantee to ensure that the program is operated in compliance with these provisions.

**C. Certifications/Assurances**

1. An original signed and dated signature page providing the following certification and assurances must accompany the Cost Proposal:
  - a. Certification regarding lobbying;
  - b. Certification regarding debarment and suspension;
  - c. Certification regarding a drug-free/tobacco-free work place;  
Provide list of addresses.
  - d. Certification of Release of (Grantee) Information;
  - e. Certification regarding nondiscrimination and equal opportunity;  
and
  - f. Grant Assurances for Non-construction programs.

**XVIII. APPENDICES**

## CERTIFICATIONS AND ASSURANCES

### ASSURANCES AND CERTIFICATIONS SIGNATURE PAGE

The Department of Labor will not award a grant or agreement where the grantee/recipient has failed to accept the ASSURANCES AND CERTIFICATIONS contained in this section. By signing and returning this signature page, the grantee/recipient is providing the certifications set forth below:

- A. Certification Regarding Lobbying, Debarment, Suspension, Other Responsibility Matters - Primary Covered Transactions and Certifications Regarding Drug-Free/Tobacco-Free Workplace,
- B. Certification of Release of Information
- C. Assurances - Non-Construction Programs
- D. Applicant is not a 501(c)(4) organization

APPLICANT NAME and LEGAL ADDRESS:

If there is any reason why one of the assurances or certifications listed cannot be signed, please explain. Applicant need only submit and return this signature page with the grant application. All other instruction shall be kept on file by the applicant.

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SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

TITLE

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APPLICANT ORGANIZATION

DATE SUBMITTED

**Please Note:** This signature page and any pertinent attachments which may be required by these assurances and certifications shall be attached to the applicant's Cost Proposal.

Direct Cost Descriptions For Applicants and Sub-Applicants\*

Position Title(s )	Annual Salary/Wage Rate	% of Time Charged to Grant	Proposed	
			Administration Costs **	Proposed Program Costs

Sub-Total

Administration      Program

Fringe Benefits For All Positions

Contractual

Travel

Indirect Costs

Equipment

Supplies

Total Costs -----

Administration      Program

\*\* Administrative costs are associated with the supervision and management of the program and do not directly or immediately affect participants.

\* Direct costs for all funded positions for both applicant and sub-applicant(s) must be provided.

## **GENERAL PROVISIONS**

### **GRANTS AND COOPERATIVE AGREEMENTS**

#### **I. ADMINISTRATIVE PROVISIONS**

This grant is subject to the following administrative standards and provisions.

- A. 29 CFR Part 96 (Federal Standards for Audit of Federally Funded Grants, Contracts and Agreements). This rule implements, for State and local governments and Indian tribes that receive Federal Assistance from the DOL, Office of Management and Budget (OMB) Circular A-128 "Audits of State and Local Governments" which was issued pursuant to the Single Audit Act of 1984, 31 U.S.C. §§ 7501-7507. It also consolidates the audit requirements currently contained throughout the DOL regulations.
- B. Section 168(b) of the Public Law 105-220 - Administration of Programs Please note that Sections 181-195 also apply.
- C. 29 CFR Part 97 - Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- D. 29 CFR Part 95 - Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Etc.
- E. 29 CFR, Parts 31, 32, and 33 - Nondiscrimination in Federally Assisted Programs of the Department of Labor, Effectuation of Title VI of the Civil Rights Act of 1964, and; Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefitting from Federal Financial Assistance (Incorporated by Reference). These rules implement, for recipients of federal assistance, non-discrimination provisions on the basis of race, color, national origin, and handicapping condition, respectively.
- F. Applicable provisions of WIA, 29 USC § 2931-39 and its implementing regulations and 20 CFR Part 667.
- G. Appeals from nondesignation will be handled under 20 CFR Part 667.

#### **II. MODIFICATIONS TO THE GRANT**

##### **A. Unilateral Modifications by Grant Officer**

This grant may be unilaterally modified in writing by the Grant Officer whenever there has been a change in any federal statute, regulation, Executive Order, or other Federal law, which, as determined by the U.S. Department of Labor, is relevant to the financial assistance provided under the grant.

Should a grantee not qualify for second year funding, pursuant to the criteria set forth in Section V. Period of Performance, paragraph B. Second-Year Funding, the grantee may apply for a no cost extension or modification. This will allow the grantee to extend the grant period in order to meet the approved programmatic and fiscal goals.



**B. Grant Changes Requiring Grant Officer Approval**

29 CFR Part 95 and 29 CFR 97.30, as applicable, set forth requirements for obtaining Grant Officer approval for deviations from the grant objectives, scope or budget. Expenditures requiring prior written approval are found in the applicable Federal Cost Principles listed in paragraph III of these General Provisions.

Whenever a modification to the approved grant is requested, the request is to be submitted to the Director for Veterans' Employment and Training (DVET) by the grantee and shall include an application for proposed funding at the new total funding level (Standard Form 424, latest revision); and a short narrative describing the modification requested, the need for the request, and the expected results, if approved. The DVET will forward this request with his/her recommendations through the Regional Administrator for Veterans' Employment and Training through the Assistant Secretary for Veterans' Employment and Training to the Grant Officer.

**III. ALLOWABLE COSTS**

Payment up to the amount specified in the grant shall be made only for allowable, allocable, and reasonable costs actually incurred in conducting the work under the grant. The determination of allowable costs shall be made in accordance with the following applicable Federal Cost Principles:

State and Local Governments - OMB Circular A-87  
Educational Institutions and Hospitals - OMB Circular A-21  
Non-profit Organizations - OMB Circular A-122

**IV. INTEREST EARNED AND PROGRAM INCOME**

Requirements for the use and disposal of interest earned and program income are set forth in 29 CFR Part 95 and 29 CFR 97.21. When required to do so by this provision, the grantee shall remit promptly, but at least quarterly, interest earned on advances to the Grant Officer. The grantee may keep interest amounts up to \$100 per year for administrative expenses.

If not otherwise addressed in this grant, program income earned during the period of the grant shall be added to funds committed to the project and used to further eligible program objectives.

V. **GRANT CLOSEOUT PROCEDURES**

A. **Definitions**

1. **Grant closeout.** The closeout of a grant is the process by which a Federal grantor agency determines that all applicable administrative actions and all required work of the grant have been completed by the grantee and the grantor.
2. **Date of completion.** The date when all work under a grant is completed.
3. **Disallowed costs.** Disallowed costs are those charges to a grant which the grantor agency or its representative determines to be unallowable in accordance with the applicable Federal Cost Principles or other conditions contained in the grant.

B. Grants shall be closed out in accordance with the following procedures:

1. Upon request, the grantor shall make prompt payments to a grantee for allowable reimbursable costs under the grant being closed out.
2. The grantee shall immediately refund to the grantor any balance of unobligated (unencumbered) cash advanced to the grantee that is not authorized to be retained by the grantee for use on other grants.
3. **Within 210 days after completion of the grant period, the grantee shall submit all financial, performance and other reports required by the Grant Officer to close out the grant.**
4. The Grant Officer shall make a settlement for any upward or downward adjustments to the Federal share of costs within one year after these reports are received.
5. In the case of grants which include outside contributions, the grantee has a legal requirement to provide the total amount of outside contributions indicated on the face sheet of the agreement, as amended.
6. The grantee shall account for any property acquired with grant funds, or received from the Government in accordance with the provisions of 29 CFR Part 95, or 29 CFR 92.50(b), whichever is applicable.
7. In the event a final audit has not been performed prior to the closeout of the grant, the grantor shall retain the right to recover an appropriate amount after fully considering the recommendations on disallowed costs resulting from the final audit.

## **VI. SUSPENSION AND TERMINATION PROCEDURES**

### **A. Definitions**

1. Termination. Termination means the permanent withdrawal of the authority to obligate previously awarded grant funds before that authority would otherwise expire. It also means the voluntary relinquishment of that authority by the grantee or subgrantee.
2. Suspension. Depending on the context, suspension means either, (a) An action by the Grant Officer which temporarily suspends Federal assistance under the grant pending corrective action by the grantee or pending a decision to terminate the grant by the Grant Officer; or (b) An action taken by a suspension official implementing Executive Order 12549 to immediately exclude a person from participating in grant transactions for a period, pending completion of an investigation and such legal or debarment proceedings as may ensue.

B. When a grantee has failed to comply with the terms, conditions or standards of the grant, the Grant Officer may, on reasonable notice to the grantee, suspend the grant, and withhold further payments, or prohibit the grantee from incurring additional obligations of grant funds, pending corrective action by the grantee or a decision to terminate in accordance with paragraph C below. The Grant Officer shall allow all necessary and proper costs which the grantee could not reasonably avoid during the period of suspension provided that they meet the provisions of the applicable Federal Costs Principles.

C. This grant may be terminated for cause or convenience.

1. Termination for cause. The Grant officer may terminate this grant in whole, or in part, at any time before the date of completion, whenever it is determined that the grantee has failed to comply with any term of the award, whether stated in a federal statute or regulation, an assurance, an application, a notice of award, or elsewhere. The Grant Officer shall promptly notify the grantee in writing of the determination and the reasons for the termination, together with the effective date. Payments made to the grantee or recoveries by the grantor under grants terminated for cause shall be in accord with the legal rights and liabilities of the parties.
2. Termination for convenience. This may only be accomplished pursuant to 29 CFR 97.44 or 29 CFR Part 95.

## **VII. ENCUMBRANCE OF GRANT FUNDS**

Grant funds may not be encumbered/obligated by the grantee prior to or after the grant period of Performance. Encumbrances/obligations outstanding as of the end of the grant period may be liquidated (paid out) after the end of the grant period. Such encumbrances/obligations shall involve only specified commitments for which a need existed during the grant period and which are supported by approved contracts, purchase orders, requisitions, invoices, bills, or other evidence of liability consistent with the Grantee's purchasing procedures and incurred within the grant period. All encumbrances/obligations incurred during the grant period shall be liquidated within 180 days after the end of the grant period, if practicable.

## **VIII. SITE VISITS**

The grantor, through its authorized representatives, has the right, at all reasonable times, to make site visits to review project accomplishments and management control systems and to provide such technical assistance as may be required. If any site visit is made by the grantor on the premises of the grantee or a subgrantee/contractor under this grant, the grantee shall provide and shall require its subgrantees/contractors to provide all reasonable facilities and assistance for the safety and convenience of the Government representatives in the performance of their duties. All site visits and evaluations shall be performed in such a manner as will not unduly delay the work.

**IX. ORDER OF PRECEDENCE**

In the event of any inconsistency between any provisions of this grant, the following order of precedence shall apply:

- A. Special Provisions
- B. General Provisions
- C. Grantee's Application for Federal Assistance

## **SPECIAL PROVISIONS**

### **I. SCOPE**

- A. **General:** The grantee will conduct the veterans' employment and training program described in its Application for Federal Assistance in accordance with all terms and conditions of this grant agreement.

### **B. Special Program Training Requirements**

Training will meet the requirements of the PY 2000, VWIP, SGA. Eighty percent (80%) or more of the clients must receive Core Training. Wages paid to the OJT participants will be based on the local prevailing wages for the occupation in which the participants are being trained.

### **C. Program Activity Requirements**

The grantee will provide services as indicated in the Performance Goal charts submitted with their project application. These goals are incorporated by reference, in full, and attached to the grant document.

## **II. PAYMENTS UNDER THE GRANT**

Advances/reimbursements will be drawn down by the grantee through the U.S. Department of Health and Human Services Payment Management System (HHS-PMS) via personal computer through SMARTLINK capability. When approved, grantees will receive a HHS/PMS access package to complete and return prior to requesting funds. A direct deposit form must be submitted for new grantees and whenever there are changes in financial institutions and/or approved signatures. Funds will be transferred electronically to the grantee's financial institution as arranged with HHS.

- A. Advance payments are authorized only as provided in 29 CFR Part 97.21 (b) and (c) for state, local and Indian tribal governments and 29 CFR Part 95 for all others, as specified in the provisions of this grant.
- B. The amount of advances requested will be based on actual and immediate cash needs in order to minimize federal cash on hand in accordance with policies established by the Treasury Department in regulation at 31 CFR Part 205.
- C. The timing and amount of advances will be as close as administratively feasible to actual disbursements by the grantee for all allowable direct and indirect program costs.
- D. The Grant Officer may, after providing due notice to the grantee, discontinue the advance payment method and allow payments only by reimbursement when a grantee receiving advance payments demonstrates unwillingness or inability to establish procedures to minimize the time elapsing between the receipt of the cash advance and its disbursement.
- E. In addition to the preceding limitations, advances shall not be requested for amounts in excess of the amount determined by dividing the approved funding level for the grant by the number of months

approved for operation, unless specific amounts have been approved in advance and are incorporated into the grant award within these provisions.

### **III. REPORTING REQUIREMENTS**

#### **A. Financial Reporting Requirements**

1. The grantee will use Standard Form (SF) 269A, Financial Status Report to report outlays, program income, and the use of optional outside funds. SF 269A will be submitted no later than 30 calendar days after the ending date of each Federal fiscal year quarter during the grant period as a part of the required quarterly report. In addition, a final SF 269A will be submitted no later than 210 calendar days after the end of the grant period which will represent the final report.
2. A grant close out package will be sent to the grantee following the expiration of the period of performance. This package will be completed and submitted by the grantee within 30 days of receipt and will include any repayment of unexpended grant funds.
3. See D. below for the address and frequency of submitting reports.

#### **B. Reporting of Program Performance**

1. The grantee will submit to the Director for Veterans' Employment and Training (DVET) on a quarterly basis a technical performance report that shows the cumulative planned goals identified on the Performance and Enrollment goals chart compared to actual accomplishments in terms of total number of participants/enrollments, number of assessments, number of employability development plans, number of job placement assistance, number of placements, number of terminations, and number of participants receiving 90 and 180 day follow-up. For those who receive follow-up, the following information will be collected and reported: (1) Employment status; (2) average hourly wage; (3) Job retention. An explanation must accompany the quarterly report detailing variances from the plan of 15%.
  - a. The grantee is required to report on the use of additional resources and services and the associated related expenditures (or equivalent value).
  - b. The characteristics of the total number of participants enrolled by the three eligible veteran's target groups to be served, especially the identified subgroups in the approved application.
  - c. A description of program monitoring done by the grantee during the report period.
  - d. Other pertinent information including analyses of particularly successful or problematic components of the program design.
2. The quarterly technical performance report will be submitted concurrently with the SF 269A, Financial Status Report.

3. A final technical performance report will be submitted no later than 210 calendar days after the end of the funded grant period and will summarize accomplishments, activities, final follow-up information and conclusions, to include the entered employment rate; employment retention rate; earnings change, and effectiveness of core training.
4. Between scheduled reporting dates the grantee will also immediately inform the Grant Officer's Technical Representative (GOTR) of significant developments affecting the grantee's ability to accomplish the work either in terms of programmatic or fiscal activities.

**C. Corrective Action**

1. When necessary, the grantee will initiate a Corrective Action Plan (CAP). A CAP will be required if, on a quarterly basis, actual grant accomplishments vary by a margin of 15% or more from the planned grant goals. All deviations from the plan by this extent must be fully explained in the grantee's quarterly technical report. When such slippage constitutes a significant weakness that may continue into the following quarter, a CAP must be initiated and developed in concert with the GOTR.
2. The CAP must identify the activity or expenditure source which has the variance, describe the reason(s) for the variance, provide specific proposed corrective action(s) and a timetable for accomplishment of the corrective action. The plan may include an intent to modify the grant when appropriate (e.g., as set forth in 29 CFR Part 97.30 and 29 CFR Part 95).
3. The CAP will be submitted as an addendum to the Quarterly Technical Performance Report.

**D. All reports must cite the assigned grant number and be submitted as follows:**

The original of all Financial Status Reports, and all performance reports to:

U.S. Department of Labor  
Procurement Services Center  
Room N-5416  
200 Constitution Avenue, NW  
Washington, D.C. 20210

One copy of the Financial Status Report, a copy of the HHS/PMS financial draw down report, and all performance reports should be mailed to the Director for Veterans' Employment and Training for the grantee's State.

**E. Limitations on Administrative/Indirect Costs**

All costs charged for administration, Direct or indirect, may not exceed 10% of the total Federal VWIP grant funds. These costs shall include the administrative costs, both direct and indirect, of recipients and subrecipients of the VWIP funds.

**F. Second Year Funding**

Due to the competitiveness of the VWIP grant, the grantee will be held to the performance and funding goals in the grant award and no modifications will be allowed during the first year of the

grant, unless the grant does not qualify for second year funding. Subject to the availability of sufficient funds for PY 2001, funding beyond PY 2000 may be available and may be requested through a grant modification request, provided the applicant:

1. All program and fiscal reports were submitted by the established due date and may be verified for accuracy.
2. Complied with all applicable terms.
3. By the end of the third quarter, achieves at least 75% of the first year total goals for Federal expenditures, enrollments and core training (all training added together), or
4. 85% of total goals for the year if planned activity is NOT evenly distributed in each quarter.

All instructions for modifications and announcement of funding availability will be issued at a later date.

#### **IV. GRANT ADMINISTRATION**

- A. The Director for Veterans' Employment and Training serves as the Grant Officer's Technical Representative (GOTR) and will monitor performance by the grantee. The GOTR is authorized to approve:
  1. Technical matters not involving a change in the scope, cost, or conditions of this effort.
  2. Progress reports.
- B. The GOTR must approve all Corrective Action Plans (not including requests for a grant modification).
- C. Requests for actions requiring Grant Officer approval, such as requests for budget revisions, modifications, and purchases of nonexpendable personal property must be submitted by the grantee to the GOTR who will include recommendations with the request and forward them both to the Grant Officer.
- D. The GOTR is not authorized to direct any action that results in a change in scope, cost terms or conditions of this grant.

#### **V. ALLOWABLE TRAVEL COSTS**

- A. The grantee is permitted to charge for actual transportation costs and travel allowances (per diem) of personnel who are authorized to undertake out-of-town, overnight travel under this grant. Such transportation costs shall not be allowed in an amount greater than the cost of first class rail or of economy air travel, unless economy air travel and economy air travel space are not available and the grantee certifies to these facts in the voucher or in other documents submitted for reimbursement. Travel allowances (per diem) will be allowed in accordance with the grantee's established policy, but in no event will such allowances exceed the maximum parameters established by the current Federal Travel Regulations.



- B. The grantee will be allowed the cost of travel performed by its personnel in their privately owned automobiles, at a rate no greater than \$.31 cents per mile, not to exceed the cost by the most direct economy air route between the points so traveled. If more than one person travels in such automobiles, no additional charge will be made by the grantee for such travel.
- C. It is understood and agreed that no travel costs whatsoever for grantee personal travel from place of residence to and from normally assigned worksite will be allowed by the Government directly.

## **VI. SUBGRANTS**

Subgrants and contracts if awarded, will be awarded in accordance with 29 CFR § 97.36 and 97.37 and 29 CFR Part 95.

## **VII. SALARY PAYMENTS**

Staff whose salaries are in whole or in part paid for with VWIP funds may only be charged for actual time worked that is chargeable to the grant, and that is work that is over and above any pre-existing duties related to veterans and/or employment related services. Under no circumstances may an organization be allowed to charge through this grant, or any other grant or contract, more than one-hundred percent of one FTE for each position.

## **VIII. PRINTING AND DUPLICATING**

The grantee/recipient shall comply with all duplicating and printing regulations issued by the Joint Committee on Printing under the authority of Section 103, 501, and 502, Title 44, United States Code. The term "duplicating" as used herein means material produced on single unit duplicating equipment not larger than 11 by 17 inches and which have a maximum image of 10 3/4 x 14 1/4 inches using direct image plates not requiring the use of negatives. The term "printing" as used herein shall be construed to include and apply to the processes of composition, plate making, presswork, binding, and microform.

**The grantee that receives prior approval from the Grant Officer to use DOL funds to support printing activities may not display for promotional purposes, the U.S. Department of Labor logo or seal on the item or items produced. However, an acknowledgment of such funding may be conveyed through language such as: "Preparation of this item was funded by the Department of Labor." Any reference to the Department used to promote the Federal agency is unallowable.**

Under this grant/cooperative agreement, the grantee/recipient may duplicate up to a maximum of 5,000 copies of one page or 25,000 copies in the aggregate of multiple pages.

The grantee/recipient shall not use funds under this grant/cooperative agreement to provide duplicating in excess of the quantities stated above nor provide printing without the written authorization of the Joint Committee on Printing. Such authorization shall be obtained from the Grant Officer through the Departmental Printing Officer. Nothing in this clause shall preclude the procurement of writing, editing, preparation of manuscript copy, preparation of related illustrative material.